



California State Fire Training

PO Box 944246, Sacramento, CA 94244-2460
Bus (916) 445-8444

1131 S Street, Sacramento, CA 95811
Fax (916) 445-8128



City College of San Francisco Accredited Regional Training Program Site Visit Report

July 17, 2007

Accreditation Team

Mike Richwine, Chief of State Fire Training

Rodney Slaughter, Deputy State Fire Marshal

Hal Rooney, STEAC Representative

Art Cota, Fire Technology Director

Executive Summary

The accreditation team recommends that the City College of San Francisco becomes accredited under the State Fire Training System. This recommendation is conditional on the College providing additional documentation of their program detailed in this report.

Program Review

Accreditation team members were provided a copy of City College of San Francisco self-assessment report prior to the site visit for review. The site team met with James Connors, Fire Science Technology Coordinator who provided the tour of the fire technology facilities. Facilities included the San Francisco Airport training area, South San Francisco Training Tower, San Francisco Training area, and Treasure Island Training area.

The tour allowed the accreditation team members to meet with Vice Chancellor's Dan Griffin, Phyllis McGuire, and Tom Siragusa Chief of San Francisco Fire Training. All three communicated their commitment to the college Fire Technology program and their support for State Fire Training programs and processes.

The accreditation team found that the multiple training facilities, classrooms, apparatus, tools and equipment will adequately meet the needs for faculty and students.



California State Fire Training

PO Box 944246, Sacramento, CA 94244-2460
Bus (916) 445-8444

1131 S Street, Sacramento, CA 95811
Fax (916) 445-8128



Conditions for Recommended Approval

The recommendation for approval is conditional on the City College providing the following documentation for their program:

1. Written agreements from South San Francisco Fire Department and the San Francisco Fire Department for the use of their training facilities.
2. Documentation from the City College of San Francisco's curriculum committee confirming approval from State Chancellor's office to teach Health 17 as a prerequisite to the Firefighter 1 Academy.
3. Approved curriculum for Fire Science 111 (Firefighter 1 Academy), along with any changes to the existing curriculum.
4. Detailed policy/procedure for local exam testing and record keeping process
5. Complete the Cultural and Gender Diversity Report that compares City College of San Francisco program to the population of the City of San Francisco.
6. Written information on student/teacher ratios (in classroom and in manipulative training).
7. Provide evidence of accreditation with the Western Association of Schools and Colleges.
8. Written clarification of materials fees charged to students.
9. Draft class schedule based on spring 2008 semester.



Self Assessment Report Evaluation Accredited Regional Training Program



Requirement		Description	Comments
Criterion A: Cultural/Gender Diversity	<input type="checkbox"/>	1. Demographic report measuring the ethnic and gender population of the community	
	<input type="checkbox"/>	2. Demographic report measuring the ethnic and gender composition of the participants in the ARTP	
	<input type="checkbox"/>	3. Written plan including goals to achieve or maintain a composition that mirrors the community	
Criterion B: Management	<input type="checkbox"/>	1. Individual with fire service experience to manage the ARTP	
	<input type="checkbox"/>	2. Instructional staff and fire service participate in establishing policies and determining resource needs	
	<input type="checkbox"/>	3. Clerical support is sufficient to meet the needs of the program	
	<input type="checkbox"/>	4. Course records, class rosters, and other documents are consistent with State Fire Training Policies and Procedures	

Requirement		Description	Comments
Criterion C: Instructional Staff and Support Personnel	<input type="checkbox"/>	1. Chart that illustrates the organizational structure and an itemized listing of functional duties	
	<input type="checkbox"/>	2. Report that compares the ethnic and gender population of the community to that of the ARTP instructional staff	
	<input type="checkbox"/>	3. Written plan, including goals, to achieve or maintain an ethnic and gender composition that mirrors the community	
	<input type="checkbox"/>	4. OSFM Registered Instructors	
Criterion D: Facilities, Supplies, and Equipment	<input type="checkbox"/>	1. Written agreement clearly delineates any agreement between the ARTP and other institutions or agencies whose resources it utilizes	
	<input type="checkbox"/>	2. Classrooms, training towers, burn rooms, and storage facilities are sufficient in quantity and quality to meet the needs and the objectives of the program	
	<input type="checkbox"/>	3. Equipment and training aides are sufficient in quantity and quality to meet the needs and the objectives of the program	
	<input type="checkbox"/>	4. All personal protective clothing, apparatus, and equipment are properly maintained and readily accessible to the instructor cadre and student population	
	<input type="checkbox"/>	5. Expendable supplies are sufficient to meet the needs of the program	

Requirement	Description	Comments
Criterion G: Availability and Delivery of Courses	<input type="checkbox"/> 1. OSFM courses are readily available and offered according to the needs analysis for the area served. <input type="checkbox"/> 2. Catalogs and brochures of training and educational offerings are available to all students	
Criterion H: Testing and Evaluation	<input type="checkbox"/> 1. The ARTP shall appoint a specific person to oversee administration of certified examinations and practical skills testing of the students within the program. <input type="checkbox"/> 2. An instructor and course evaluation process is in place and the results are forwarded to the OSFM as appropriate. <input type="checkbox"/> 3. User groups, fire technology advisory committees, or other interested parties, are active participants in the review of course curricula and have the opportunity to participate in planning and revisions. A process is in place to provide modification to curriculum. <input type="checkbox"/> 4. A program evaluation process is in place utilizing either a Fire Technology Advisory Board or a local training committee	



Accredited Regional Academy Evaluation Team Report



Requirement	Description	Team Member Comments
Accredited by the Western Association of Schools and Colleges (WASC)	<ul style="list-style-type: none">• As an Educational Institution• By a consortium which includes accreditation by WASC• Local Academy – as a single fire agency	
	1. Fire Fighter 1	
	2. Fire Fighter II	
	3. EMT-1	
	4. Fire Officer	
	5. Level 1	
	6. Chief Officer	
Levels of Certification to be delivered	7. Level 2 and 3	



Accredited Regional Academy Evaluation Team Report



Requirement	Description	Team Member Comments
Demonstrated Need for Fire Tech Program	A job market study is conducted to determine the need for a new fire related program	
Payment of Fees	<div>Application fee \$500</div> <div>Site team fee \$2,000</div>	Academy will be invoiced for fees after site visit
Accredited Course Support Materials	<div>Standard Curriculum</div> <div>Instructor Guide</div> <div>Student Manual & Supplements</div> <div>Certification Exams</div> <div>Registered Instructors</div>	
Certification Exam Security	Master certification exams are maintained and secured	
Instructor Review Process	An established self-assessment review process is in place to evaluate the quality of instructors and programs	
	Student/Instructor Review	
	Faculty/Instructor Review	



Accredited Regional Academy Evaluation Team Report



Requirement	Description	Team Member Comments
Local Exam Processing	Conduct tests and measurements including scoring all Level 1 and 2 exams	
Culture Gender Diversity	Records must be maintained for every accredited year	
Program Management and Administration	Administrative Officer Instructional Staff Administrative Support	
Record Keeping	Course Records & Class Rosters	
Instructional Staff	Organizational Structure Ethnic & Gender Diversity	
Facilities	Reliance on the resources of other institutions is supported by written agreements	
	Training tools including, computers, apparatus, equipment and supplies are available for the size of the student population being served	
	Classrooms, training towers, burn rooms and storage facilities meet the needs of the instructional staff	



Accredited Regional Academy Evaluation Team Report



Requirement	Description	Team Member Comments
Learning Resources	Staff, facilities, library, computers, software, telecommunications, meet the needs of the students.	
Course Materials & Processing	Availability of course materials	
	Fire Science courses in compliance with the latest Uniform Fire Science courses provided by the California Community College Chancellor's Office	
	Plan for maintaining current curriculum	
	A specific person is appointed to oversee the administration and security of all certification materials	
	A program evaluation process is in place utilizing a Fire Science Advisory Board or local training committee	
	Annual Schedule of Courses offered	
	Scantrol equipment is available for local processing	



State Fire Training

PO Box 944246, Sacramento, CA 94244-2460
Bus (916) 445-8444

1131 S Street, Sacramento, CA 95811
Fax (916) 445-8128



NEW APPLICATIONS FOR ACCREDITATION

July 31, 2006

Pending Site Visit	ANTELOPE VALLEY COLLEGE	Antelope Valley Community College District (661)722-6330 x6712 www.avc.edu
Recommended for Approval	CITY COLLEGE OF SAN FRANCISCO	San Francisco Community College District (415) 239-3202 www.ccsf.edu
Currently part of GLARFA; seeking own accreditation.	EI CAMINO COLLEGE (formerly SOUTH BAY FIRE ACADEMY)	EI Camino Community College District (310) 532-3670 www.elcamino.cc.ca.us

Potential Academy Inquiries

- Miramar College, in cooperation with San Miguel Fire Protection District, submitted a Self Assessment Report in 1998 but is not currently accredited. They have made contact with SFT and are interested in beginning a new accreditation application.
- Lake Tahoe Community College has expressed interest in becoming an Accredited Regional Academy after first becoming a Fire Fighter 1 Academy.
- Chaffey College has expressed interest in becoming an Accredited Regional Academy.
- Copper Mountain College has expressed interest in becoming an Accredited Regional Academy.
- College of the Desert has expressed interest in becoming an Accredited Regional Academy.

Request for Information\Professional Opinion on

I-300: INTERMEDIATE ICS (1994) FSTEP

The Rationale Fields Will Adapt To The Length Of The Comments Provided

Class Online						
Address, etc.						
	Course Content	Time	C	D	Rationale	
1	NWCG NFES 2452 Module 7	5				
2	NWCG NFES 2454 Module 8	5	X	X		
3	NWCG NFES 2456 Module 9	4	X	X		
4	NWCG NFES 2458 Module 10	4				
5	NWCG NFES 2460 Module 11	8	X	X		
		27:00 Total Hours				
C: Classroom D: Distance If both are acceptable, mark both						

FIRE COMMAND 1A: COMMAND PRINCIPLES FOR COMPANY OFFICERS (1995) CFSTES

The Rationale Fields Will Adapt To The Length Of The Comments Provided

Class:	16 hours
---------------	-----------------

Online 24 hours

	Course Content	Time	C	D	Rationale
1	Orientation and Administration	1:30		X	
2	The Learning Process	0:15		X	
3	Fire Command Overview	0:30		X	
4	Fire Chemistry	0:30		X	
5	Fire Phases	0:45		X	
6	Effects of Time	0:30		X	
7	Fire Behavior within Structures	0:30		X	
8	Extinguishing Agents	0:30		X	
9	Water Application	0:45		X	
10	Protection Systems	1:00		X	
11	Building Construction	0:45		X	
12	Occupancy Types	0:15		X	
13	Pre-Fire Planning	0:30		X	
14	Fire Data	0:15		X	
15	Local Resources	0:15		X	
16	State and Federal Resources	0:15		X	
17	Fireground Safety	0:30		X	
18	Size-up	1:00		X	
19	Strategy, Tactics, and Methods	0:30		X	
20	Report on Conditions	0:15		X	
21	Role of the First-In Officer	0:45		X	
22	Company Operations	0:15		X	
23	Determining Resources Requirements	0:30		X	
24	Apparatus Placement	0:30		X	
25	Initial Fire Attack	0:30		X	
26	Management Overview	0:30		X	
27	The Fire Service	0:30		X	
28	The Company Officer	0:30		X	
29	Pressure of Command	0:45		X	
30	Performance Standards	1:15		X	
31	Levels of Emergency	0:15		X	
32	Decision Making	1:00		X	
33	Communications	0:30		X	
34	Management by Objectives (MBO)	0:30		X	
35	Divisions of Fire Fighting	0:45		X	
36	Command/Control Components	0:45		X	
37	Simulation Overview	1:00	X		
38	Skull Session Exercises	3:00	X		
39	Simulator Use	12:00	X		
40	Daily Reviews	2:00		X	
41	Course Review and Certification Exam	1:00		X	
		40:00 Total Hours			

C: Classroom 16 hours

D: Distance 24 hours

The Rationale Fields Will Adapt To The Length Of The Comments Provided

C: Classroom 14 hours
D: Distance 26 hours

FIRE COMMAND 1C: I-ZONE FIRE FIGHTING FOR COMPANY OFFICERS (2004) CFSTES						
The Rationale Fields Will Adapt To The Length Of The Comments Provided						
Class	10.5 hours					
Online	29.5 hours					
	Course Content	Time	C	D	Rationale	
Unit 1: Introduction						
1-1	Orientation and Administration	1:00		X		
1-2	Authority	0:30		X		
Unit 2: Fire Environment						
2-1	Fire Behavior and Weather	2:30		X		
2-2	Fire Prediction Systems	1:00		X		
Unit 3: ICS						
3-1	Review of the Incident Command System	1:00		X		
3-2	Duties and Responsibilities of the Company Officer	2:00		X		
3-3	Incident Action Plan	1:30		X		
Unit 4: I-Zone Operation Principles						
4-1	Resources	3:00		X		
4-2	Communications	1:30		X		
4-3	Strategy and Tactics	1:00		X		
4-4	I-Zone Size-up	1:00	X			
4-5	Report on Conditions	2:30		X		
Unit 5: Safety and Survival						
5-1	Introduction to Safety and Survival in the I-Zone	0:45		X		
5-2	The Risk Management Process	1:00		X		
5-3	Entrapment Avoidance	0:45		X		
5-4	Last Resort Survival	1:00		X		
5-5	Properly Refusing Risk	0:30		X		
5-6	Fire Fighter Fatality and Near-miss Case Studies	4:30	X			
Unit 6: I-Zone Incident Operations						
6-1	Pre-incident Operations	2:00		X		
6-2	Incident Operations	5:00	X			
6-3	Post-incident Operations	1:00		X		
	Unit Tests	3:00		X		
	Course Review and Certification Exam	2:00		X		
		40:00 Total Hours				
C: Classroom 10.5 hours						
D: Distance 29.5 hours						

FIRE INSTRUCTOR 1A: INSTRUCTIONAL TECHNIQUES, PART 1 (1996) CFSTES									
The Rationale Fields Will Adapt To The Length Of The Comments Provided									
Class Online	24 hours								
	16 hours								
	Course Content	Time	C	D	Rationale				
1	Orientation and Administrative Details	1:00		X					
2	Reasons for Instructor 1A	1:00		X					
3	Utilization of the Occupational Analysis	2:00		X					
4	Development of a Course Outline	2:00	1	1	Prep work online				
5	Procedures Used for the Completion of a Job Breakdown	2:00	1	1	Prep work online				
6	Identification of Instructional Terms	1:00		X					
7	Concepts of Learning	1:00		X					
8	Introduction to Levels of Learning	1:00		X					
9	Construction of Behavioral Objectives	2:00	X						
10	Manipulative Lesson Planning	3:00	X						
11	Qualities of a Good Instructor	1:00		X					
12	Introduction to the Psychology of Learning	1:00		X					
13	Methods Used to Evaluate Teaching Demonstrations	2:00	X						
14	Teaching Demonstrations	15:00	X						
15	The Impact of EEO and AA Programs	1:00		X					
16	The Role and Responsibilities of the Instructor	1:00		X					
17	Evaluation of Course Effectiveness	2:00		X					
18	Course Review and Certification Exam	1:00		X					
		40:00 Total Hours							
C: Classroom 24 hours D: Distance 16 hours									

The Rationale Fields Will Adapt To The Length Of The Comments Provided

The Rationale Fields Will Adapt To The Length Of The Comments Provided

Class	20 hours					
Online	20 hours					

	Course Content	Time	C	D	Rationale
1	Orientation and Administration	0:30		X	
2	Reasons for Fire Instructor 1B	0:30		X	
3	Course Outline Development	1:00		X	
4	Technical Lesson Plan Components	1:00		X	
5	Levels of Instruction	1:00		X	
6	Student Behavioral Objectives	2:00	X		
7	Technical Lesson Plan Development	1:30	X		
8	Introduction to Instructional Aids	1:00		X	
9	Utilization of Instructional Aids	1:30		X	
10	Introduction to Information and Activity Sheets	1:00		X	
11	Managing the Classroom Environment	0:30		X	
12	Student Application Techniques	1:30		X	
13	Methods of Technical Lesson Plan Delivery	0:30		X	
14	Introduction to Evaluation and Testing	1:00		X	
15	Utilization of Evaluation Tools	1:00		X	
16	Introduction to Test Construction	1:30		X	
17	Methods Used to Evaluate Teaching Demonstrations	0:30	X		
18	Teaching Demonstrations	16:00	X		
19	Administrative Details (Quizzes, Daily Review, Student Assistance)	5:00		X	
20	Course Review and Certification Exam	1:30		X	
		40:00 Total Hours			

C: Classroom 20 hours

D: Distance **20 hours**

The Rationale Fields Will Adapt To The Length Of The Comments Provided

Online 26 hours

	Course Content	Time	C	D	Rationale
1	Orientation and Administration	1:00		X	
2	Introduction to Fire Investigation	1:00		X	
3	Fire Behavior	4:00		X	
4	Legal Aspects of Fire Investigation	3:00		X	
5	Arson Law	1:00		X	
6	Fire Scene Documentation	1:00		X	
7	Point of Origin Determination	4:00	3	1	Prep work online
8	Accidental Ignition Sources	3:00	2	1	Prep work online
9	Electrical Ignition Sources	2:30	X		
10	Arson Fire Indicators	4:00	3	1	Prep work online
11	Incendiary Devices	1:00		X	
12	Structure Fire Investigation	4:30	3:30	1	Prep work online
13	Vehicle Fire Investigation	2:00		X	
14	Wildland Fire Investigation	4:00		X	
15	Explosions	2:00		X	
16	Course Review and Certification Exam	2:00		X	

40:00 Total Hours

C: Classroom 14 hours

D: Distance **26 hours**

FIRE MANAGEMENT 1: MANAGEMENT/SUPERVISION FOR COMPANY OFFICERS (2000)
CFSTES

The Rationale Fields Will Adapt To The Length Of The Comments Provided

Class Online		8 hours 32 hours						
	Course Content	Time	C	D	Rationale			
Unit 1 – Introduction								
1-1	Orientation and Administration	1:00		X				
5-1	Introduction to Management & Supervision	1:30		X				
Unit 2 – Supervision								
2-1	Principles of Organizations and Organizational Structure	1:00		X				
2-2	Motivation	2:00		X				
2-3	Delegation	1:00		X				
2-4	Problem Solving/Decision Making	1:30		X				
2-5	Verbal Communication	2:00		X				
2-6	Written Communication	1:00		X				
2-7	Group Dynamics	2:00	X					
2-8	Managing Conflict	1:00	X					
2-9	Performance Evaluations	1:30	X					
2-10	Coaching, Counseling & Progressive Discipline	1:30	X					
2-11	Due Process	1:00		X				
5-2	Grievance Handling	1:00	X					
Unit 3 – Management								
5-3	Internal and External Influences	2:00		X				
3-1	Elements of Management	2:00		X				
3-2	Managing Change	1:00		X				
5-4	Time Management	1:30		X				
Unit 4 – Leadership								
4-1	Basic Views of Leadership	1:00		X				
4-2	Situational Leadership	1:00		X				
5-5	Leadership Qualities and Traits	1:00		X				
Unit 5 – Human Relations								
5-6	Managing The Workplace Environment	2:00	1	1	Prep work online			
5-7	Affirmative Action, Equal Employment Opportunity, and ADA	1:30		X				
Unit 6 – Safety and Wellness Programs								
6-1	Safety Management	1:30		X				
6-2	Stress Management and Wellness	1:00		X				
6-3	NFPA 1500 Standard	1:00		X				
Unit 7 – Laws, Standards, and Liability								
6-4	Liability of The Company Officer	1:00		X				
	Quizzes	2:00		X				
	Course Review & Certification Exam	1:30		X				
		40:00 Total Hours						
C: Classroom 8 hours								
D: Distance 32 hours								

The Rationale Fields Will Adapt To The Length Of The Comments Provided

C: Classroom 0 hours
D: Distance 40 hours

FIRE PREVENTION 1B: Introduction to the California Fire Code (2003) CFSTES					
	Course Content	Time	C	D	Rationale
Classroom 0 hours					
Online 40 hours					
Unit 1: Introduction to Fire Prevention 1B					
6-6	Orientation and Administration	2:30		X	
Unit 2: Flammable and Combustible Liquids and Gases					
2-1	Flammable and Combustible Liquids Terms and Characteristics	1:00		X	
2-2	Acceptable Containers for Flammable and Combustible Liquids	0:30		X	
2-3	Introduction to Material Safety Data Sheets	0:30		X	
2-4	Inside Storage of Flammable and Combustible Liquids	1:00		X	
2-5	Outside Storage of Flammable and Combustible Liquids	1:00		X	
2-6	Dispensing, Using, Mixing, and Handling Flammable and Combustible Liquids	1:30		X	
2-7	Properties of Compressed, Cryogenic, and Liquefied Gases	1:00		X	
2-8	Fire Hazards of Compressed and Liquefied Gases	1:00		X	
2-9	Procedures for Inspecting Motor Vehicle Dispensing Stations	0:30		X	
2-10	Procedures for Inspecting LPG Occupancies	0:30		X	
2-11	Procedures for Inspecting Flammable Finish Application Occupancies	1:00		X	
2-12	Methods for Controlling Ignition Sources and Explosive Atmospheres	1:00		X	
Unit 3: Hazardous Materials and Explosives					
3-1	Hazardous Materials Terms & Characteristics	1:00		X	
3-2	Sources of Technical Information on Hazardous Materials	0:30		X	
3-3	Regulating Hazardous Materials	0:30		X	
3-4	Introduction to Hazardous Materials Management Plan (HMMP)	0:15		X	
3-5	Storage and Transfer Practices of Compressed and Liquefied Gases	1:00		X	
3-6	Hazards of Explosives and Fireworks	1:00		X	
3-7	Storage of Hazardous Materials	1:00		X	
3-8	NFPA 704 Identification Systems	0:15		X	
3-9	Classification By Hazard	0:30		X	
3-10	Inspection of The Incidental Use, Handling, & Storage of Hazardous Materials	1:00		X	

Unit 4: Portable Fire Extinguishers					
4-1	Portable Fire Extinguisher Classifications	0:00		X	
4-2	Portable Fire Extinguisher Placement	0:30		X	
4-3	Procedures for Inspecting Portable Fire Extinguishers	0:30		X	
Unit 5: Special Fixed Fire Suppression Systems					
5-1	Fixed Fire Protection Systems	1:00		X	
5-2	Procedures for Inspecting Fixed Fire Protection Systems	1:00		X	
5-3	Procedures for Inspecting Commercial Cooking Equipment	0:30		X	
Unit 6: Detection and Alarm Systems					
6-1	Detection and Alarm Systems Terms and Characteristics	0:30		X	
6-2	Fire Alarm System Components	0:45		X	
6-3	Fire Alarm Signaling System Classifications	0:30		X	
6-4	Procedures for Inspecting Fire Alarm Systems	0:30		X	
6-5	CFC Requirements for Fire Alarm Systems	0:15		X	
Unit 7: Water-Based Fire Protection Systems					
7-1	Water-Based Fire Protection Systems Terms and Characteristics	1:00		X	
7-2	Water Supply Systems	0:30		X	
7-3	Sprinkler Systems Benefits, Limitations, and Design	0:30		X	
7-4	Types of Sprinkler Systems	1:00		X	
7-5	Sprinkler System Components	1:00		X	
7-6	Procedures for Inspecting Sprinkler Systems	1:00		X	
7-7	Procedures for Conducting Tests on Wet-Pipe Sprinkler Systems	0:30		X	
7-8	Procedures for Conducting Tests on Dry-Pipe Sprinkler Systems	0:30		X	
7-9	Characteristics of Standpipe Systems	1:00		X	
7-10	Procedures for Inspecting Standpipe Systems	1:00		X	
	Unit Tests	3:00		X	
	Course Review and Certification Exam	2:00		X	
		40:00 Total Hours			
C: Classroom 0 hours					
D: Distance 40 hours					



RECEIVED AUG 2 5 1997

we wa



STATEWIDE TRAINING AND EDUCATION ADVISORY COMMITTEE

Minutes
July 16, 1997
Ione, California

MEMBERS PRESENT:

Dennis Childress, Orange County Fire Authority
Bill Cote, CDF Academy Administrator
Michael Dolder, Committee Vice-Chair, Huntington Beach Fire Department
Tom Feierabend, Mt. San Antonio College
Dan Francis, Committee Chair, Department Training Chief
Mary Jennings, California Fire Fighter Joint Apprenticeship Committee

MEMBERS ABSENT:

R.B. "Andy" Anderson, Quincy Fire Protection District
Tim Henry, California State Firefighters' Association
Ken Mitten, Merced City Fire Department
Eddie O. Smith, Crafton Hills College
Ken Wagner, City of Redding FD

CDF/OSFM STAFF PRESENT:

Art Cota, Division Chief
Mike Richwine, Fire Service Training Specialist
Keith Larkin, Assistant Chief, CDF Academy Curriculum Development

STEAC Minutes
July 16, 1997

V. Approval of Minutes of April 15, 1997

On a motion by Vice-Chair Dolder, and a second by Member Jennings the minutes of the April 15, 1997 meeting were approved as mailed.

VI. OLD BUSINESS

A. Curriculum Development Update

Chief Cota distributed a copy of the Curriculum Development Matrix and stated that essentially there were no changes. The Confined Space OPS class is currently being worked on.

Chief Cota stated that he and Chief Larkin will meet after this meeting to discuss curriculum development priorities and a schedule for development. However, the remaining OSFM Fire Officer classes still remain a priority.

Member Childress expressed a concern that the dates on the matrix have all passed and wondered if new dates would be provided in order to quiet some of the questions from the field as to where these courses are in the process. Chief Cota explained that he was hesitant to do that until after the meeting with Chief Larkin. Chief Cota agreed that after this afternoon's meeting, a revised Curriculum Update Matrix will be mailed to the committee members. It was restated that the priority is still Command 1B and Management 1.

B. Action Item List from April 15, 1997 Meeting

Chief Cota reviewed the Action Item List from the April 15, 1997 meeting as follows:

- **Action Item # 1** (Costs related to processing steps for all course levels). This item will be carried over for approximately three to six months. Chief Francis has identified that one of this year's priorities will be to get a better sense of the components involved in this process and identify the costs associated with them.

Staff has been asked to provide detailed reports regarding revenues and expenditures within six months.

- **Action Item # 2** (Confined Space Rescue-OPS) Chief Cota moved the completed date to 10/97 and stated that there should be no problem meeting that date.

STEAC Minutes
July 16, 1997

Command System (ICS) training contained in the OSFM Fire Fighter, Fire Officer, and Chief Fire Officer certification programs. This report was prepared in response to a request from the FIREScope Advisory Board to address training concerns listed in the Fire Siege of 1993 After Action Reports.

The action items addressed in the issue paper are carry over action items from the report previously given to STEAC. The following action items from the document were reviewed:

1. **Action Item # 1 - Evaluate the Firefighter, Fire Officer, and Chief Officer programs to assess if the current ICS, (October 1994), is included in the programs.**

The sub-committee's recommendations are to include the I-200 course in the Firefighter 1 curriculum. This will add an additional 11 hours of instruction to the curriculum and a registered ICS instructor must teach this course.

The I-300 class would be additional course work for certification of a Fire Officer. It would require an additional 27 hours of training from a registered instructor in order to receive a Fire Officer certification.

I-400 would be required for Chief Officer certifications adding an additional 22 hours of instruction from an ICS instructor.

FSTS Richwine asked for comments on this Action Item. There were none.

2. **Action Item # 2 - Establish ICS prerequisites for the Fire Officer and Chief Officer courses delivered at the California State Training Academies (Asilomar and Lone), and the Accredited Regional and Local Academies (ARA/ALA).**

The sub-committee's recommendations were that ICS prerequisites for Fire Command courses be enforced by ARA/ALA's and the State Fire Training Academies to ensure a common knowledge base.

The I-400 level courses would be required for all Chief Officer courses, Fire Command 2A through 2E. (not be required for the management courses).

The final recommendation was that the requirements for instructors of Fire Command 2A-2E should also reflect the minimum qualifications for ICS

STEAC Minutes
July 16, 1997

- Identify the geographical locations of registered ICS instructors. A map was distributed to the committee identifying the number of I-300 and I-400 instructors by OES Fire/Rescue regions. The map points to a shortage in Regions 3, 4 and 5 (the middle of the state) which indicates that more train-the-trainers are needed in those areas.
- Focus course delivery and train-the-trainers in areas needing the training and lack qualified instructors. Community colleges, accredited local academies and our academies will have to increase the course offerings in order to allow people to meet this new requirement.

At this time questions and comments were solicited from the Committee:

- It was noted that I-300 was not incorporated in the handout table. According to FSTS Richwine, the table indicates what elements are being presented and what the prerequisites currently are. I-300 is not a prerequisite for Command 1A or 1B. Command 1B is currently I-200. Under the "Suggested Column" it should say I-300 (delete SAME).

This table deals with ICS prerequisites and there are no ICS prerequisites for any other Fire Officer courses. It was noted by Chief Cota that other courses are being suggested as prerequisites in the table, i.e. Fire Command 2-B and First Responder Operational. FSTS Richwine explained that he listed the current ones and in order to make sure that they were not deleted, they were kept in the column.

It was the recommendation of Chief Francis that the additions(I-400, I-300) be bolded.

- Chief Cota asked Member Feierabend if a year would be enough time for the regional academies to get through the curriculum approval process?

Member Feierabend felt that this would not be a problem, since most colleges have an "umbrella" course that can be used to include courses until they can be identified as part of the permanent curriculum. Member Feierabend did not see a problem with adding this course in under the Fire Technology umbrella. This would not be a prerequisite, just part of the curriculum. According to Member Feierabend, if some academies can't add it to their existing academy because they are locked in to a certain number of hours, it could be made a prerequisite, put into an umbrella class, and used as a prerequisite to get into the Academy.

FSTS Richwine summarized the recommendations/changes:

Under the Historical Recognition section:

1. Firefighter 1 will have an implementation date of January 1, 1999 - adding I-200.
2. Establish an implementation date of January 1, 1998 for any new applicants to the Fire Officer and Chief Officer program.
3. For those "locked in" to the Chief Officer and Fire Officer programs, there will be no change for certification requirements, however, they will be required to meet the "I" course prerequisites for Fire Command 1A and 1B, Fire Command 2A through 2E respectively.

FSTS Richwine will go through the table and under the Fire Officer certification series will change Fire Command 1B to I-300. A third column of mandatory ICS prerequisites will be added and bolded.

A motion was made by Vice Chair Dolder and a second by Member Jennings to incorporate the above changes into the document. FSTS Richwine will make the necessary changes and get a "draft" copy out to the STEAC members in order to get comments from the TO organizations.

D. California Fire Academy, Asilomar (update)

Chief Francis explained that he and Chief Cota will be scheduling a trip to the California Fire Academy, Asilomar to meet the staff. Chief Cota advised the group that the new Office Technician at Asilomar is Margaret Serenity.

E. CDF/OSFM Phase II (Consolidation) and Phase III (Integration) Plan (update)

Chief Francis stated that the draft CDF/OSFM State Fire Training organizational chart is on his desk, and that meetings with personnel are scheduled for Monday (July 21, 1997). It is anticipated that there will be an approved organizational chart by the end of the week.

F. CDF Training and OSFM State Fire Training (Status Report)

As per Chief Francis, nothing to report at this time.

G. OSFM Anticipated Move to 1131 "S" Street (Status Report)

According to Chief Francis, the move to the new facility at 1131 F Street is scheduled for August 22, 1997. Chief Cota's staff and the delivery side will be moved to this location,

operations absent of a community college. The criteria that was approved here and taken to the State Board prohibits this. A discussion regarding this will be covered under the NEW BUSINESS section. For the purposes of this application, they are applying to become a local academy, offering courses only for their employees. This is a brand new operation, in terms of trying to offer the CFSTES and FSTEP courses for their employees. Much of their training has not been done through the State Fire Training System. There will be no diversity or cultural statistics at this time. Chief Cota suggested that we require them to report their statistics and what their goals will be within the year.

On a Motion from Member Feierabend and a Second from Member Jennings the Los Angeles City Fire Department Application for Accreditation was approved.

3. Victor Valley College: Application made on behalf of the Victor Valley College, Victorville Fire Department and the Regional Fire Authority. This is a little different in that they are suggesting a "part-time" Academy coordinator. All documents submitted, nothing unusual or out of the ordinary with this application.

On a Motion by Vice-Chair Dolder and a second by Member Feierabend to accept the application of Victory Valley College was approved.

4. James H. Shern Fire Academy: This Academy is operated by the Compton Fire Department and Compton Community College. This application is for Firefighter I only. This is one of those facilities that was originally approved as an Approved Recruit Academy and so far they are the only one that has applied for recognition to do only Firefighter 1 training. They need to be a regional academy because it is an open enrollment program. The Department supports it exclusively, a Battalion Chief is responsible for the program but the actual day to day operations is under the direction of a Captain. All documents were in order.

On a Motion from Vice-Chair Dolder and a Second from Member Jennings the application for Accreditation for James H. Shern Fire Academy was approved.

Accreditation Policy:

Chief Cota explained that relative to this there were a couple of issues that needed to be discussed. The first was cultural diversity. At the last State Board meeting, there was considerable discussion about our requirements for cultural diversity and goals. The discussion was whether or not we should continue to

STEAC Minutes
July 16, 1997

Member Jennings asked if STEAC will have a chance to look at any of these programs and FSTS Richwine agreed that he would bring a copy of the FEMA program for review.

Chief Francis stated that some follow up work with Chief Coleman and CSTI will need to be done on this issue.

B. Future STEAC Meeting Locations

Chief Coleman asked Chief Francis to solicit reactions from the group regarding alternating meeting locations (North and South). The committee had no objections. The next STEAC meeting, scheduled for October 15, 1997 will be held at the CDF Region Headquarters Office in Riverside, California and will begin at 1000 hours. A tour of the facility will be provided. STEAC members should fly into the Ontario Airport.

C. ICS and FIRESCOPE

This item was not discussed as Chief Francis did not have the report with him for this meeting. This will be on the agenda for the next meeting.

VIII. REPORTS

A. Reports on the North/South Training Officers Symposium (November 2-5, 1997)

Member Ridley updated the committee on plans for the North/South Training Officers Symposium, November 2-5, 1997. The schedule has been drafted and faxed to the South for their approval. The flyer should be approved Friday morning at the Eureka meeting and faxed down to the South for their approval. It will then go out probably the first week of August. Three mailers have been planned. One will be in the newsletters (North and South) which will go out mid-August. The Training Officers will get a notification and then, within a few weeks, a notification will go to the Fire Chiefs. Some of the classes scheduled to be presented will be Calabasas, I-200, Division Group Supervisor, FLAG Train-the-Trainer, Electric Vehicle, an NFA Class on Incident Safety Officer, and Member Jennings is providing a HAZMAT Operations Train-the-Trainer video format. The class schedule is full.

Member Childress stated that members will be charged \$110 and a non-member's cost will be \$140 for the week, which includes the certificates. Non-members paying \$140 will automatically become members of NorCal and SoCal for the following year.

B. Report on Arson Grant (\$12,000)

FSTS Richwine reported that there are two classes remaining; an Investigation 1B in Arcata (Second or Third week in September) and an Investigation 2B in Los Angeles City

STEAC ACTION ITEMS

JULY 16, 1997

Action Item	Responsibility	Assigned	ECD	Completed
1. Roughly calculate the actual costs for the various processing steps for all course levels. Management analysis study of the process and costs related to all levels.	CDF/OSFM D. Francis A. Cota Sub-Work Group	01/94	01/98	
2. Confined Space Rescue-OPS	A. Cota	10/96	10/97	
3. FSTEP Sub-Committee	A. Cota M. Jennings T. Henry	01/97	10/97	
4. Provide Updated Curriculum Development Matrix	A. Cota	07/16	07/25	
5. Revised Draft of ICS System Training in the Fire Officer Certification Series	M. Richwine	07/16	08/03	
6. Review draft FSTEP Course Approval and Submit comments to Art Cota	All	07/16	09/01	

Art

CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL
STATE FIRE TRAINING
7171 BOWLING DRIVE, SUITE 410
SACRAMENTO, CALIFORNIA 95823-2034

(916) 262-1958
CALNET 8-469-1958
FM48



DATE: July 22, 1997
TO: STEAC Members
FROM: Mike Richwine
Training Specialist III

Per STEAC's request at the July 16, 1997 meeting I am forwarding to you the revised draft of the ICS Sub Committee's recommendations for increasing the amount of ICS training required in the CFSTES programs. This will be an action item for the State Board of Fire Services. If you have any questions or comments please call me.

INCIDENT COMMAND SYSTEM TRAINING
in
FIREFIGHTER, FIRE OFFICER, AND CHIEF OFFICER CERTIFICATION PROGRAMS

Recommendations From the STEAC Sub Committee

Background

On April 15, 1997 the Statewide Training and Education Advisory Committee (STEAC), voted to establish a subcommittee to study the recommendations of a staff report submitted to STEAC regarding the elements of Incident Command System (ICS) training contained in the Fire Fighter, Fire Officer, and Chief Fire Officer certification programs. This report was prepared in response to a request from the FIREScope Advisory board to address training concerns listed in After Action Reports from the fire siege of 1993.

The Sub Committee, chaired by State Fire Training Chief Dan Francis met on June 26, 1997 and submits the following recommendations:

Action Item

1. Evaluate the Firefighter, Fire Officer, and Chief Officer programs to assess if the current ICS, (October 1994), is included in the programs.

Recommendation

- a) The State Board of Fire Services, through the OSFM, should require the I-200 course, Basic ICS, October 1994 edition, be included in the Firefighter I curriculum. This will add an additional 11 hours of instruction to the curriculum. The I-200 course has been determined by the National Wildfire Coordinating Group as meeting the basic training needs of fire personnel for ICS. A registered ICS instructor must be utilized to teach this course.
 - b) Require I-300, Intermediate ICS, 1994 edition as additional course work for certification of Fire Officer. The I-300 course expands on I-200, Basic ICS, by providing more description and detail of the ICS. This will require an additional 27 hours of instruction from a registered ICS instructor.
 - c) Additional course work through I-400, Advanced ICS, 1994 edition should be required for all chief officer certifications. I-400 course emphasizes large scale organization development and the importance of interagency coordination on complex incidents and events. This will require an additional 22 hours of instruction from a registered ICS instructor.
2. Establish ICS prerequisites for the Fire Officer and Chief Officer courses delivered at the California State Fire Training Academies (Asilomar and Lone), and the Accredited Regional and Local Academies (ARA/ALA).

STEAC Sub Committee
Recommendations
Page two.

Recommendation

- a) ICS prerequisites for Fire Command courses need to be enforced by ARA/ALA's and the State Fire Training Academies to ensure there is a common knowledge base to build on. (Apperceptive Base).
 - b) The ICS prerequisites should be increased to the I-400 level for Chief Officer courses, Fire Command 2A through 2E. (See attached table).
 - c) The requirements for instructors of Fire Command 2A-2E courses should also reflect the minimum qualifications for ICS instructors at the I-400 level, advanced ICS.
3. Include Unified Command training as part of the Chief Officer certification training.

Recommendation

- a) Unified Command training would be assured by completing the I-400 course as outlined above.
- b) The PACE II committee, through the OSFM, should only register Fire Command 2B, 2D, 2E instructors who have demonstrated experience and can provide verification of course work in I-400 to ensure a training emphasis in the concept of Unified Command.

Historical Recognition (Grandfathering)

Initial implementation will require an historical recognition process designed to credit prior training and experience (grandfathering). Both the Fire Officer and Chief Officer certification tracks allow a candidate to pay a set fee "lock in" their certification requirements (prerequisites, experience and course work), and the certification fee at the time of payment.

The Historical Recognition process proposed by the Sub committee is:

1. Establish an implementation date of January 1, 1999 for any new applicants to the Firefighter I program.
2. Establish an implementation date of January 1, 1998 for any new applicants to the Fire Officer and Chief Officer programs.
3. There will be no change to Fire Service personnel currently "locked in" to the Fire Officer and Chief Officer Certifications programs but they will be required to meet the ICS prerequisites for the Fire Command 1A, 1B, and 2A through 2E.

Steac Sub Committee
Recommendations
Page three.

Marketing/ Training Strategy

To accomplish the goal of providing the fire service in California with the minimum level of ICS training needed at the Firefighter, Fire Officer, and Chief Officer level it is recognized that State Fire Training will develop a marketing /training strategy. This strategy will include:

1. The process to educate the Accredited Regional Academies, Accredited Local Academies, Community Colleges, and Training Officers Associations on the need for increased ICS training and therefore increased course offerings.
2. Identify the geographical locations of ICS training needs currently not being met by the delivery systems.
3. Identify the geographical locations of Registered ICS Instructors.
4. Focus course delivery and Train the Trainers in those areas that have training needs and lack qualified instructors.

INCIDENT COMMAND SYSTEM IN THE FIRE OFFICER CERTIFICATION SERIES

FIRE OFFICER COURSE	ELEMENTS OF ICS PRESENTED	HOURS	PREREQUISITES	
			CURRENT	NEW
Fire Command 1A Command Principles for Company Officers	Overviews of current ICS, Command Structure, Communications, MBO, Command/Control, Resource Management, Strategy and Tactics. Exercise	2 12	I-200	Same
Fire Command 1B (All risk course under revision)	Overview of current ICS and position descriptions, overview of Hazardous Materials Operational System Description (OSD), Overview of High Rise OSD	4	I-200	I-300
Fire Management 1 Management/Supervision for Company Officers	NONE	N/A	N/A	N/A
Fire Instructor 1A Instructional Tech. Part 1	NONE	N/A	N/A	N/A
Fire Instructor 1B Instructional Tech. Part 2	NONE	N/A	N/A	N/A
Fire Investigation 1A Fire Cause and Origin	NONE	N/A	N/A	N/A
Fire Prevention 1A Intro. to Fire Prevention	NONE	N/A	N/A	N/A
Fire Prevention 1B Code Enforcement	NONE	N/A	N/A	N/A

DRAFT
7/22/97

INCIDENT COMMAND SYSTEM IN THE CHIEF OFFICER CERTIFICATION COURSES

CHIEF FIRE OFFICER COURSE	ELEMENTS OF ICS PRESENTED	HOURS	PREREQUISITES	
			CURRENT	NEW
Fire Command 2A Command Tactics at Major Fires	Overview of current ICS, ICS decision making process, command and control, Communications, strategy and tactics, planning process Exercise	4	FC 1A, I-200	FC 1A, IB I-400
Fire Command 2B Management of Major Hazardous Materials Incidents	Haz Mat ICS overview, positions descriptions, plans development, Unified Command, Information Officer, strategy and tactics Exercises	Throughout course 20	FC 1B, FC 2A, I-200	Hazardous Materials First Responder Operational, FC 1A, FC 1B, FC 2A I-400
Fire Command 2C High Rise Fire Tactics	High Rise ICS overview, strategies and tactics Exercise	1.5 8	FC 2A, I-200	FC 2A, I-400
Fire Command 2D Planning for Large Scale Disasters	SEMS overview including Field Level, Unified Command, Emergency Operations Centers (EOC), Regional Emergency Operations Centers (REOC), Operational Areas, and Multi-Agency coordination components	36	FC 2A, I-200	FC 2A, I-400 (I-401 suggested)
Fire Command 2E Wildland Firefighting Tactics	Overview of command roles and responsibilities, planning, Unified Command, and strategy and tactics	4	FC 2A, I-200	FC 2A, I-400

DRAFT
7/22/97

DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL
STATE BOARD OF FIRE SERVICES
P. O. BOX 944246
SACRAMENTO, CALIFORNIA 94244-2460
(916) 653-7097



MINUTES
STATE BOARD OF FIRE SERVICES

August 13, 1997
Riverside, California

MEMBERS PRESENT:

Ron Coleman, Chair, California State Fire Marshal
Woody Allshouse, California Department of Forestry Firefighters
Steven K. Barrett, California Department of Forestry Firefighters
Jeff Bowman, Anaheim Fire Department
Steve Brown, Chico Fire Department
Michael D. Esparza, Vice Chair, California State Firefighters Association
Neil Honeycutt, Office of Emergency Services
Scott Kenley, City of Brisbane Fire Department
Richard Mayberry, Sacramento Area Firefighters Local 522
Carol Ann Mitchell, Volunteer Firefighters, California State Firefighters Association
Jim Owen, Department of Forestry and Fire Protection

MEMBERS ABSENT:

Denny Bungarz, Glenn County Board of Supervisors
Dan Coffman, California State Firefighters Association
Kevin C. Duggan, Mountain View City Manager
Robert G. Egan, Fire Districts Association of California
P. Michael Freeman, Los Angeles County Fire Department
Allen Rush, California State Firefighters Association
Joel V. Varn, State Farm Insurance Company

OSFM STAFF PRESENT:

Art Cota, Division Chief, Training
Michelle Curtis, Secretary to the Board
Joan Jennings, Executive Officer to the Board, Assistant State Fire Marshal (Acting)
Bob Lucchesi, Fire Service Training Specialist

GUESTS:

Dan Dickerson, San Bernardino City Fire Department
Aggie Goodacre, Ben Clark Training Center
Larry Hall, Compton Fire Department
Mike Harris, California Department of Forestry and Fire Protection
Fran Henson, Board of Forestry
Darin D. McBride, Public Safety Institute
Chris Miller, Riverside Community College
Glen Newman, California Department of Forestry and Fire Protection
Steve Sowles, Cathedral City Fire Department
Jon Thompson, Compton Fire Department
Jim Toy, Banning Fire Department
Jim Wright, California Department of Forestry and Fire Protection
Randall Yankee, Ben Clark Training Center
Galen Young, Corona Fire Department

(NOTE: Items marked with an asterisk (*) in the body of these minutes were taken out of order during the proceedings; for purposes of continuity, are recorded in these minutes in agenda order. Items marked with (**) were added during the meeting.)

I. CALL TO ORDER

Chair Coleman called the State Board of Fire Services (Board) meeting to order at 0930 hours, at the Ben Clark Training Center (CTC), 3423 Davis Avenue, Riverside, California.

II. INTRODUCTIONS

Chair Coleman introduced Chief Jim Wright, Riverside County Fire Department and Ranger Unit Chief of the California Department of Forestry and Fire Protection (CDF) Riverside Ranger Unit; Chief Mike Harris, Area Chief of the CDF South Area; Aggie Goodacre, Liaison for the CTC; Bob Lucchesi, OSFM's newest Fire Service Training Specialist for Southern California; and Chief Randall Yankee of the CTC.

Chief Yankee showed an introduction video to the Board of the CTC. He then discussed some of the upcoming projects at CTC.

Chief Jim Wright welcomed the Board members and encouraged them to tour the facility and see what the future developments will be. A 10 year master plan is in place.

Self introductions of the guests were held.

III. ROLL CALL

Roll call was held and a quorum was established.

IV. ANNOUNCEMENTS

- Chair Coleman announced the appointment of the Board's new Executive Officer, Chief Joan Jennings.
- Chair Coleman also announced the appointment of a new Board Member, Chief Jeff Bowman of the City of Anaheim Fire Department. Chief Bowman gave the members a brief description of his background. Chair Coleman then swore-in Chief Bowman.
- Chair Coleman covered logistics.

V. APPROVAL OF MINUTES

Chair Coleman asked for approval of the May 28, 1997, minutes and if there were any corrections.

It was moved by Member Mitchell and seconded by Member Esparza, to approve the minutes of the May 28, 1997, Board Meeting. Motion was carried unanimously.

VI. REPORTS

A. Training

Art Cota discussed the response terrorism grants that are available. There is currently a lot of focus on terrorism and first responder response to terrorism incidents throughout the United States. The Federal Emergency Management Agency (FEMA) and the Department of Defense (DOD) are very active in this particular area right now. Grants are being given to individual states. California is in line for a grant of \$50,000 to provide Response to Terrorism training for the first level responders. The National Fire Academy (NFA) put together a 16 hour course and California sent approximately 15 instructors to NFA in June to receive the hand-off course. In addition to that, the DOD is managing a multi-million dollar grant in which they will provide training to specific counties. Nationwide there has been approximately 120 metro counties identified to receive this level of training from DOD. The training includes instructors, all the materials and items that are associated with the delivery of a course. This is separate from the \$50,000 grants that have been given to the state fire training entities. In California, every metro county with the exception of Sacramento was identified as a recipient of this DOD training. DOD is administering and providing the training for the 120 counties and all the metro counties in California with the exception of Sacramento. The \$50,000 grant that is being pushed down to the state fire training organizations in the different states are to cover other counties. Art stated that OSFM has not physically received the grant yet, it is currently in the hands of the Office of Emergency Services. Art's plan is to hold a series of Train-the-Trainers in different areas, so they in turn can go back and train their particular jurisdictions. In addition to this, the California Specialized Training Institute (CSTI) is in the process of developing curriculum that deals with response to terrorism training. He then stated that what they are going to coordinate the delivery of this training in California because there are basically three different entities trying to accomplish the same thing. Chair Coleman asked how the metro counties were identified and who they were. Art replied that he would have to verify his list, but he did recall a few: Riverside, San Bernardino, Los Angeles, Orange, and San Diego. Discussion was held. Chair Coleman shared with the Board that California is the bomb capital of the world. Member Esparza asked Art to send any grant

information to the Board. Art stated that he would prepare a briefing sheet for the members.

B. Statewide Training and Education Advisory Committee

1. **ICS Module into OSFM Certification Program** - Art discussed the proposed Incident Command System (ICS) training in Firefighter, Fire Officer and Chief Officer Certification Program as recommended by the Statewide Training Education and Advisory Committee's (STEAC) Sub Committee. (A handout was previously mailed to the members.) STEAC is looking at the establishment and requirements for ICS training that go in concert with OSFM's certification system. The document is a draft and is being shared with the Board to receive their input. Art went over the recommendations in detail. Chief Coleman clarified that this would have an impact on the Firefighter I Academy. Discussion was held. The draft was also sent out to stakeholders for their input. Art asked the members to provide this information to their respective organizations and provide any comments to him by September 30th.

2. **Accredited Regional Academy Applications** - Chair Coleman shared with the Board a sample of the modified Accredited Academy Certificates. The certificates now bears the SBFS logo.

Art went over the application for the Los Angeles City Fire Department. They are applying for recognition as an Accredited Local Fire Academy. The application is made on behalf of the Los Angeles City Fire Department. At a later date, they will be coming back to apply for recognition as a Regional Academy with Los Angeles Valley College as their co-sponsor. There are currently no demographics because it is a brand new academy. STEAC has recommended conditional approval for one year. Los Angeles City Fire Department will return in one year with demographic information. Discussion was held.

Member Bowman moved to approve the Accredited Local Academy Application for the Los Angeles City Fire Department based on a one year conditional approval and that they assist in the development of a document that would make it easier for the Board to evaluate Local Academy Applications vs. Regional Academy Applications. Member Allshouse seconded the motion. Motion was carried unanimously.

Art discussed the Accredited Regional Academy application for the College of San Mateo. Their application is made on behalf of the College of San Mateo and a large number of fire departments. (See

handout.) STEAC has recommended approval for three years.

Member Barrett made a motion to approve the Accredited Regional Academy Application for the College of San Mateo, Member Kenley seconded. Motion was carried unanimously.

Art discussed with the Board, the Accredited Regional Academy Application for Victor Valley College. The application is made on behalf of Victor Valley College and Victorville Fire Department and the Regional Fire Authority (which is made up of five departments). STEAC has recommended approval for three years.

Member Esparza motioned to approve the Accredited Regional Academy Application for Victor Valley College, Member Allshouse seconded. Motion was carried unanimously.

Art then discussed the application for James H. Shern Fire Academy to become an Accredited Regional Academy to deliver the Firefighter I Recruit Academy. The Academy has been in operation since 1989, and was one of the originally approved recruit academies under the old criteria and have brought their application forward per the Board's request to meet the current criteria. The application is made on behalf of the Compton Fire Department and the Compton Community College. Chief Hall was present for questions. STEAC has recommended approval for three years.

Member Allshouse moved to approve the Accredited Regional Academy Application for the James H. Shern Fire Academy. Member Esparza seconded the motion. Motion was carried unanimously.

3. Reaccreditation Applications - Art briefed the Board on the letter he submitted to College of the Siskiyous, dated June 26, 1997 regarding their reaccreditation review. STEAC has recommended approval for three years for reaccreditation. Chair Coleman encouraged the Board members to participate in the on-site visits.

Member Barrett moved to approve the reaccreditation of College of the Siskiyous, Member Bowman seconded. Motion was carried unanimously.

Art discussed Rancho Santiago College and the handout that was provided to the members. The handout represents the last piece of

information that was needed for their reaccreditation. About one year ago, their reaccreditation came up, but they were lacking the diversity information and their goals. They have now completed the information and STEAC has recommended approval for three years.

Member Bowman moved to approve the reaccreditation of Rancho Santiago College, Member Esparza seconded. Motion was carried unanimously.

4. **Curriculum Development Update** - Art shared with the Board the current status of the curriculum development/revisions. Art asked Chair Coleman to discuss the organizational change within CDF/OSFM Training Division. A new Division was created strictly for curriculum development and will be located at the CDF Academy in Lone. The Division will be made up of members from State Fire Training and from the CDF Academy and will be administered run by Chief Larkin of the Academy. Art stated that he and Chief Larkin are currently working on a matrix that shows all the curriculum that is in process and what the level of priority is. The matrix will be given to the Board as soon as it is complete.

At this time, Chair Coleman shared with the Board the most up-to-date organizational chart reflecting the reorganization of CDF/OSFM.

Art distributed to the Board the Cultural Diversity Course Outline. Art reminded the Board that some time ago, discussion was held to adopt a cultural diversity course for Firefighter I level curriculum. Several packets were presented to the Board. The last direction from the Board was for Art to put together a set of course objectives and identify it as a four hour program and then allow the academies to either adopt a program or develop their own program that meets these objectives. Chair Coleman asked the members to review the outline and be prepared to take action at the next Board meeting. The Chair mentioned to the Board that he will take the outline to the next Cultural Diversity Meeting scheduled for September and share it with the committee for discussion and review. Member Bowman suggested getting input from the colleges who this might impact. Discussion was held.

C. Regulations

Chair Coleman shared with the Board Dan Najera's written report on Regulations. Chair Coleman briefly discussed the Low Level Light issue. If anyone has questions regarding Regulations, please contact Dan Najera at (916) 445-8421.

D. Legislative

Chair Coleman discussed the written report on Legislation, provided by Connie Kundert. If anyone has questions regarding the items listed or any other legislative material, please contact Connie at (916) 653-5333.

E. Law Enforcement/Arson Information Reporting System (AIRS)

AIRS will be operational in September. A retired annuitant will be inputting information into the system. AIRS is looking for departments to assist in inputting information into the system.

F. California Fire Incident Reporting System (CFIRS)

There is nothing to report at this time.

G. California Fire Census

There is nothing to report at this time.

VII. OLD BUSINESS

A. Water Supply for Temporary Buildings on School Sites

Chair Coleman briefed the Board on the presentation held at the last meeting on the Water Supply for Temporary Buildings on School Sites by the Department of the State Architect (DSA) and the OSFM. After the last meeting, a meeting was conducted with Chair Coleman and the State Architect along with the staff to put together a joint publication. Approximately a week from this meeting, a document, signed by both parties will be released to all of the fire agencies and all of the school districts in California on who has the authority to interpret regulations and regulate the plan design of school construction. The Chair just wanted to share with the Board that he is very concerned that in the process of trying to resolve this, that they got into a finger pointing mode of fire departments being attacked by school districts and school districts being attacked by fire departments. And the theme that he has tried to put together in this letter is that school districts have to work with fire departments as early as possible in the plan check process. And that fire departments once they have that relationship, shouldn't change the target as they get closer to completion of construction. Chief Jennings discussed the letter dated June 10, 1997, to DSA indicating that OSFM would not deviate from the requirements in the Uniform Fire Code and the OSFM's interpretation of the need for hydrants and their

placement. She also stated that in the question and answer document, there is a question asking the same as what was discussed in the letter. Discussion was held.

Chair Coleman shared with the Board that he was holding a meeting that Friday in Los Angeles with all of the school districts in Los Angeles County over school construction. The meeting was held in Westminster.

B. Zero Emission Vehicles (ZEV) (Electric Vehicles)

Chair Coleman shared with the Board a project on the Zero Emission Vehicles recently completed by Rodney Slaughter under a grant from the Environmental Protection Agency (EPA). The course, "Emergency Response to Electric Vehicles" is available through Train-the-Trainer courses offered by OSFM. Those members wishing to obtain a copy may contact Fire Engineering at (916) 445-8370 or Chief Jennings at (916) 445-8174. For anyone interested in a Train-the-Trainer course, contact Rodney Slaughter at (916) 895-4018.

C. Fire Service Pollution Solution (Oil Pollution Project)

Chair Coleman also shared with the Board another grant program through EPA on Fire Service Pollution Solution. This is not a training program, it is only a packet of information. Board members interested in receiving a packet were to sign up on the sheet that was passed around at the meeting. Any absent members wishing to obtain a packet, please contact Michelle Curtis at (916) 445-8154.

D. Consolidation (Phase I, II) Integration (Phase III)

This item was covered under the Relocation Update and with the handouts of the organizational charts.

E. Fire Chiefs Certification Process

Member Kenley discussed the handout of the Fire Chief Certification Process. They are trying to bring closure to this project and in preparation to make a full presentation at the next Board meeting. Member Kenley went in to detail the process on how one gets certified. Prior to the next Board meeting, the Development Exercise is a Career Development Guide (CDG). He is in the process right now of taking the IAFC Self Assessment Category for Criteria as well as the Level 5 Chief Officer from the new NFPA Standards and putting them in and creating a career development guide that will identify all those aspects and the testing mechanisms for each of those performance indicators or criteria. Member Kenley plans to bring this back to the next meeting and then

from there the Assessment Exercises, Essay Questions and Portfolio Components will be developed. Discussion was held. Chair Coleman stated that the CDG has not been completed yet, due to the Chief Officer CDG not being completed. Once the Chief Officer CDG is completed, the Fire Chief CDG will be completed and brought to the Board. Chair Coleman reminded the Board that this is FYI at this point. Chair Coleman emphasized that the Alpha Test will use experienced fire chiefs from the Board to make sure that nothing was left out. Discussion was held.

F. Relocation Update

Chief Jennings updated the Board on the OSFM move. August 23rd was the moving date for the entire office. The new address is: 1131 S Street, Sacramento, CA. 95814. The mailing address will remain the same: P.O. Box 944246, Sacramento, CA 94244-2460. Any member who did not receive a copy of the phone list, may contact the main number at (916) 445-8200 and have a copy faxed to them. An Open House is scheduled for November 13th. Discussion was held.

VIII. NEW BUSINESS

A. Alliance for a Fire Safe California

A summit was held in Diamond Bar in June called the California Under Fire Partnership Summit. The purpose of the Summit was to get everybody together and Director Richard Wilson threw out a challenging everyone to help in developing a plan to resolve some of the statewide fire problems. The Summit was two and a half days and out of it came the creation of a document called the Alliance for a Fire Safe California that is essentially CDF, Los Angeles County Fire Department, OSFM, United States Forest Service (USFS), Bureau of Land Management (BLM) and the National Park Service. The purpose behind the Alliance is start placing some visibility on successful fire safety projects on a statewide basis. The alliance has met three times and one of the projects being considered is the Santa Ana Mountain Fire Safe Alliance. It is Chair Coleman's intention to bring back to a future Board meeting, what the Alliance is doing and to share some of the information of what is being done to make a difference. Discussion was held.

B. Bars on Windows

Chair Coleman discussed the Bars on Windows issue. It is not really a new item of discussion. The State of California has a relatively significant problem with fire fatalities associated with bars on windows. There is a piece of legislation

coming forth and Barbara Lee is working with the Chair on a legislative interim hearing regarding bars on windows. The Chair has brought this before the Board because he believes it is an issue that they may want to do something about in a more specific way. It is a pervasive problem. Laws have been passed, but nothing is happening. The OSFM has put the word out, but people are still dying. The Chair feels that the Board needs to take a look at this problem and maybe even hold a special hearing on Bars on Windows issue and start seeing if there is another strategy that can be applied. The law is not changing the problem. This is a criminal problem. People are putting bars on windows because they are afraid of people breaking into their homes, and they are not worried about fires. The Chair is forming alliances with the law enforcement community to make this a joint effort instead of a singular effort. The Chair may look to the Board for an issue paper, but at this time he would like the members to ask their respective organizations to come forward at a subsequent meeting and talk about what can be done.

C. Methamphetamine Lab Fires

Chair Coleman shared with the Board a document titled, "Linking Drugs with Child Endangerment" and a newspaper article on "Firefighters Alarmed by Meth Threat". There has recently been a lot of growing problems with meth labs and the consequences of meth labs and fires. Contained within the document is a section on Fire Department Response. Unfortunately, fire departments were not on the circulation list to receive this document. It only went out to law enforcement agencies. If anyone is interested in obtaining additional copies, the Chair suggested contacting the California Council on Criminal Justice.

IX. PUBLICATIONS AND INFORMATION DISTRIBUTION

- A. Chair Coleman briefly discussed the OSFM Monthly Activity Report which was previously distributed to the Board members. The Chair noted that on Page 5 of the July report, there is a master calendar of events. If any member has knowledge of organizational meetings that are not listed, that might have an impact on other meetings, to please contact Joan Jennings at (916) 445-8174.
- B. Chair Coleman distributed to the members an organizational chart reflecting the transfer of the Arson and Bomb Investigations program to the Sierra-South Region and Coast-Cascade Region. Chair Coleman will report at the next meeting how the process is working.

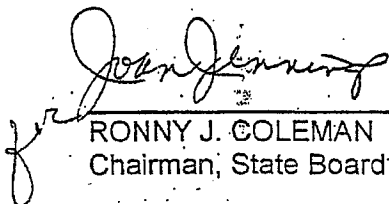
X. OPEN FORUM

- A. Member Bowman shared with the Board that their telephone prefix will be changing to 765. Member Mitchell stated that her prefix will be changing to 760.

XI. MISCELLANEOUS

The next meeting of the Board is scheduled for November 12, 1997, 9:30 a.m. at the CDF/Office of the State Fire Marshal, 1131 S Street, Sacramento, California. Meeting adjourned at 11:40 a.m.


MICHELLE CURTIS
Secretary, State Board of Fire Services


RONNY J. COLEMAN
Chairman, State Board of Fire Services

DEPARTMENT OF FORESTRY AND FIRE PROTECTION

P. O. Box 944246

SACRAMENTO, CA 94244-2460

(916) 445-8174

**MINUTES
STATE BOARD OF FIRE SERVICES**November 12, 1997
Sacramento, California**MEMBERS PRESENT:**

Ronny J. Coleman, Chair, California State Fire Marshal
Woody Allshouse, California Department of Forestry Firefighters
Steven K. Barrett, California Department of Forestry Firefighters
Jeff Bowman, City of Anaheim Fire Department
Steve Brown, Chico Fire Department
Denny Bungarz, Glenn County Board of Supervisors
Dan Coffman, California State Firefighters Association
Kevin C. Duggan, Mountain View City Manager
Robert G. Egan, Fire Districts Association of California
Michael D. Esparza, Vice Chair, California State Firefighters Association
* P. Michael Freeman, Los Angeles County Fire Department
Neil Honeycutt, Office of Emergency Services
** Scott Kenley, Lodi Fire Department
Richard Mayberry, Sacramento Area Firefighters Local 522
Jim Owen, Department of Forestry and Fire Protection
Allen Rush, California State Firefighters Association
Joel V. Varn, State Farm Insurance Company

MEMBERS ABSENT:

Carol Ann Mitchell, Volunteer Firefighters, California State Firefighters Association

OSFM STAFF PRESENT:

Art Cota, Division Chief, Training
Joan Jennings, Executive Officer to the Board
David B. LeMay, Deputy Chief, Law Enforcement
Dan Najera, Deputy State Fire Marshal, Regulations
Alta Widener, CFIRS Project Coordinator

GUESTS:

Bryan Batiste, Foothill Fire Academy
Steve Dunlap, Operations, Department of Forestry and Fire Protection
Nancy Masse-Michaels, CalPERS Volunteer length of Service Award System
Darin D. McBride, Public Safety Instructor

* Left at 11:00 a.m.

** Arrived at 12:15 p.m.

(NOTE: Items marked with an asterisk (*) in the body of these minutes were taken out of order during the proceedings; for purposes of continuity, are recorded in these minutes in agenda order. Items marked with (**) were added during the meeting.)

I. CALL TO ORDER

Chair Coleman called the State Board of Fire Services (Board) meeting to order at 0931 hours, at the California Department of Forestry and Fire Protection (CDF), Office of the State Fire Marshal (OSFM) Headquarters, Sacramento, California.

II. INTRODUCTIONS

Chair Coleman asked for self introductions of all staff and guests.

III. ROLL CALL

Roll call was held and a quorum was established.

IV. ANNOUNCEMENTS

Chair Coleman welcomed meeting attendees to our new office location.

V. APPROVAL OF MINUTES

Chair Coleman asked for any corrections and approval to the Minutes of August 13, 1997 meeting.

Art Cota asked the Board for clarification of a motion made (page 4, item 2, paragraph 3, under "Accredited Regional Academy Applications"). It states: "Member Bowman moved to approve the Accredited Local Academy Application for the Los Angeles City Fire Department based on a one year conditional approval and that they assist in the development of a document that would make it easier for the Board to evaluate Local Academy Applications vs. Regional Academy Applications." Art Cota asked if this meant they would not be accredited if they do not assist. Member Bowman amended his motion to read: "Member Bowman moved to approve the Accredited Local Academy Application for the Los Angeles City Fire Department based on a one year conditional approval. They have further been requested to assist in the development of a document..."

Motion was made by Member Bowman and seconded by Member Egan to revise Member Bowman's motion to read as edited above; motion unanimously carried.

It was then moved by Member Egan and seconded by Member Owen, to approve the minutes as amended of the August 13, 1997, Board Meeting. Motion was carried unanimously. The minutes were approved as amended.

VI. REPORTS

A. Training

1. **FEMA Grant - Terrorism Training** - Art Cota shared with the Members copies of a draft document entitled, "Nunn-Lugar Dominici Terrorism Act", dated November 12, 1997. This draft basically exemplifies the activities of the different groups that provide training relating to terrorism. Art explained there are at least three federal entities involved in these efforts; the Department of Defense, the Department of Justice and the Federal Emergency Management Agency.

Some personnel from OSFM attended train-the-trainer workshops at the National Fire Academy sponsored by Department of Defense. Art Cota is working with Office of Emergency Services to develop an Interagency Agreement to provide funding of three to five two-day courses or a combination of two-day courses and train-the-trainer workshops. Art will supply the Board Members with more information when this is finalized. He added that this is an "information only" item on the agenda and does not require any action by the Board.

B. Statewide Training and Education Advisory Committee

1. **ICS Modules into OSFM Certification Program** - At the last meeting, Members were asked to provide this draft information to their respective organizations and provide any comments to Art Cota by September 30, 1997. To date, he has not received any additional feedback or comments. The Statewide Training and Education Advisory Committee (STEAC) acted on this item at their last meeting and recommended approval to the Board. This product implements Incident Command System (ICS) requirements in various certification practices.

If approved, this module will be effective January 1, 1998 and apply to anyone who has not already locked into the requirements.

Motion was made by Member Rush, seconded by Member Brown to adopt the recommendation from the STEAC on the ICS Module. Motion was carried unanimously.

2. **Curriculum Development Update** - Art Cota recalled that at the last meeting a Cultural Diversity Course Outline was discussed. At that meeting, it was the Chair's position that we wanted to examine some other items before action was taken.
3. **Cultural Diversity Course Outline - Adopt into Firefighter I Curriculum** - Art Cota stated the Board had previously asked the OSFM adopt standards for performance or course objectives for module training in the appropriate cultural diversity within the Firefighter I curriculum. This curriculum has been reviewed

and supported by STEAC. There was discussion as to the Board's recommendation of the minimum length of the course - a 2-4 hour or a 4-hour course. 4-hr. course

Item (a) on the course objectives states: "Define 'culture' and identify 'cultures' within the fire service and/or general population". Discussion was held as to the need of eliminating the flexibility of the "and/or" in the objective.

It was moved by Member Coffman, seconded by Member Duggan to provide this guidance to individuals who are delivering Fire Fighter I curriculum.

Motion was made by Member Freeman to amend item (a) on the course objectives, replacing the phrase "and/or" with "and", eliminating the phrase, "or". Motion of this amendment was seconded by Member Egan.

Chair Coleman asked for additional commentary on the amendment. For purposes of clarification, the Chair called for the vote to the amendment, passed unanimously. This modification will be done officially. The Chair then asked if it is now appropriate for this document to be adopted for addition to Firefighter I curriculum. Call for the question was made by Member Egan; unanimously carried.

4. **Foothill Fire Academy.** - Application dated October 15, 1997, for Accredited Regional Fire Academy of Foothill Fire Academy had been submitted to the Board to deliver Fire Fighter I training curriculum in conjunction with the Compton Community College. Art Cota explained that STEAC has reviewed this application and recommends approval.

Member Esparza motioned to accept the Foothill Fire Academy application as an Accredited Regional Fire Academy; seconded by Member Varn. Chair Coleman asked for any additional discussion; hearing none, he called for the question. Motion was carried with Member Coffman abstaining.

**

Art Cota briefed the Board regarding Fire Fighter I academies and local academies. In a number of jurisdictions, some of the prerequisites for entrance to the examination include the completion of an accredited, regional or local Fire Fighter I academy. Sometimes they exclude anyone who has a SBFS Fire Fighter I certificate that was not received from an accredited regional academy. Although this is a local jurisdiction issue, it is creating some problems. Discussion was held. It was suggested by Member Coffman to reexamine the Fire Fighter I curriculum to determine if it answers the needs of the State.

Chair Coleman stated the Members may need to determine whether or not the Board wants to send a message as to what the minimum standard should be. We shouldn't be using accredited academy versus a regional or local academy, etc. As long as the participant meets the minimum standards, he/she should be a viable candidate.

Member Honeycutt added that the Board needs to take a position that we have a minimum standard that the Board has developed/approved and they should not be involved with discussion regarding some higher or different levels of training in regards to employment.

It was moved by Member Duggan, seconded by Member Varn to direct the OSFM to determine the appropriate method for communicating an explanation of the various types of academies and their differences to fire chiefs, hiring agencies, the League of California Cities and the California Fire Chiefs Association.

Chair Coleman directed the question to Member Duggan as to who we should direct this to. It was felt this should be directed to such groups as to the hiring agencies, League of Cities and California Fire Chiefs Association for clarification of Fire Fighter I and an academy.

Hearing no additional discussion, Chair Coleman called for the question: motion carried unanimously.

C. Regulations

Dan Najera reported the Regulations Unit has proposed several changes to the State Building Code for the 1997 code adoption cycle. He shared with Members present a monograph showing details on the text of the proposed changes and their justification.

All proposals have been approved by the Building Standards Code Advisory Committee with the exception of Item 56 regarding fire flow and hydrant placement which was given a recommendation for further study; and Item 16 regarding floor-level exit signs which was given a recommendation of disapproval.

He explained these recommendations are now in a 45-day public comment period that will end on January 12, 1998. After comments on the Committee's recommendations have been processed, the proposed code changes will be considered by the Commission for final approval on May 5, 1998. Effective date of these regulations will be 180 days after publication of the final text.

Regarding Title 19, revisions to the regulations for portable fire extinguishers have gone to public notice and are scheduled for public hearings next week. Dan gave to the Members present a copy of the text of proposed changes and initial statement of reasons.

After comments from the hearings have been evaluated, the OSFM may modify the text of the regulations. The revised text will then be sent out for a 15-day public notice with an updated statement of reasons. Ultimately, the final text of the proposed regulations will be brought before this Board then submitted to the Office of Administrative Law for approval and filing with the Secretary of State.

Chair Coleman added that the portable fire extinguisher regulation revisions are very controversial. This subject may come to the Board as a large item of discussion. Essentially, we are attempting to preserve the integrity of twenty-year experience of dealing with fire extinguishers in this state and at the same time be responsive to the

business community who is demanding we be more practical in our regulations. The OSFM is recommending a six-year tear down because this is what NFPA requires throughout the United States.

Dan noted that we are working with different groups including the International Code Committee on developing the international fire and building codes. Chair Coleman added that the document, "The International Fire Code" is now being developed and distributed in draft form. It is a synthesis of the three codes that previously exist; International Conference of Building Officials, Building Officials Code Administration and Southern Building Conference Congress International. This code is an attempt on the part of the code-making groups to develop a single national fire code to accompany the single national building code. The issue is whether we are going to adopt it and, if so, when. The significance of this, as a Member of this Board, is at some point the question of the State of California's perspective on the adoption of a single national fire code will be broached by the Legislature and the Administration of this state and we have to be prepared to take a position on whether this is desirable. Anyone who is interested in the document can contact Dan Najera for a copy.

D. Legislative

A written report was shared with the Members.

E. Law Enforcement/Arson Information Reporting System (AIRS)

1. **Update on Arson/Bomb Investigation within the Regions** - Dave LeMay distributed a copy of a letter from Chief Coleman addressed to Fire Chiefs, Police Chiefs and County Sheriffs relating to the dispatch procedures for the arson/bomb investigators subsequent to the consolidation of CDF and OSFM.

The AIRS Users' Manual was given to: Members Esparza, Brown, Bowman, Coffman, Freeman, Egan, Rush and Mayberry. It was noted copies will be sent to the other Board Members. (Steve Barrett does not need a copy.)

Chair Coleman added he now has a Special Representative to Law Enforcement assigned to him to help "build bridges" with the law enforcement community. The Governor's office has assigned Rick Blim to this position.

F. California Fire Incident Reporting System (CFIRS)

Alta Widener shared with the Board various handouts. The first handout described the features of the new National Fire Incident Reporting System (NFIRS) 5.0 Version.

Also, copies of a letter written by Chief Coleman to Alexandra Furr, Branch Chief, National Fire Data Center, U.S. Fire Administration, was given to the Board. This letter offers the State of California as one of the beta test sites.

Additionally, a copy of a letter sent to All California Fire Chiefs regarding the CFIRS program was distributed to Members. This letter informs the Fire Chiefs that we are in the planning stages for implementing NFIRS, Version 5.0; tentatively targeted for implementation in 1999.

The last item Alta shared was a comparison chart of the features of the CFIRS and NFIRS systems.

G. California Fire Census

Chair Coleman stated that originally it was the intent of OSFM to conduct the California Fire Census every other year; this has been determined to be impractical. We are now planning on a schedule of every four years. The next census will take place in 1998. Members were asked to canvass their respective organizations for any appropriate items to include in this census. Member Mayberry requested a copy of the 1994 census and addendum.

VII. OLD BUSINESS

A. Water Supply for Temporary Buildings on School Sites

Joan Jennings updated the Members on this subject by saying the Fire Prevention Officers did propose some changes to the code, dealing with water supply and fireflow on school campuses with respect to relocatable classrooms. The committee that heard the proposal recommended it be further studied.

The OSFM has formed a partnering group consisting of fire service representatives, State agencies involved with schools and several school districts to try to find a solution to this situation that would be agreeable to all those concerned. This group will be discussing such topics as practical difficulty in providing water to some of the relocatables due to class-size reduction and alternate means of protection.

B. Consolidation (Phase I, II) Integration (Phase III)

Chair Coleman handed out and discussed the current organizational chart that represents the current status of the OSFM programs within CDF.

* C. Fire Chiefs' Certification Process

Chair Coleman discussed the proposal for the OSFM to continue to move forward with the concept of a Fire Chiefs' Certification package for the State of California. A copy of this proposal was sent to the members for their review the week before this meeting, with the exception of Member Mayberry.

Chair Coleman noted this proposal is structured around a performance criteria, starting with the individual who is applying, completing a rather extensive profile of their performance. That performance criteria would be reviewed by a board that would

determine if there are areas where this individual has not adequately provided evidence. If there are, he/she would be given the opportunity to participate in some subsequent evaluations.

Chair Coleman further explained this is a major departure from what we have had in place in the past. Chief Kenley has proposed some of these concepts; Chair Coleman has also been involved in some of the discussions. As Chairman of the Board, he has notified existing fire chiefs of an opportunity to participate in this process. Letters have also been submitted to individuals asking them to be part of the initial screening process. He has also requested some previous city managers and elected officials to serve as the initial screening board. It is Chair Coleman's intention that those who go through the beta test would then be eligible to sit on the screening board or subsequent processes.

Chair Coleman explained that the proposal is to get the Board's approval to proceed with the next step -- to publicize this information. He has been requested to share this information with the country of Canada and International Association of Fire Chiefs. This information will not be released to these groups until Chair Coleman has the assurances that the SBFS is congruent. The document contains a draft career development guide for a fire chief. He added this document needs further development and Chair Coleman asked the Board keep this career development guide as a separate issue and not consider for adoption at this meeting. Chair Coleman asked for approval of the Board to conduct the beta test of the process.

Member Egan made a motion to approve proceeding through the beta testing process; seconded by Member Rush.

Member Coffman asked if it would be appropriate for a member representing labor to be included on the evaluation board. Member Rush responded that the beta test process would bring out areas of concern and modifications could be made.

Chair Coleman added that in addition to a certificate being issued to the individual who successfully completes this process, it has been proposed to create a set of five trumpets with a State seal in the center that says "State Board of Fire Services".

Hearing no further discussion, Chair Coleman called for the question. Motion carried unanimously.

Motion was made by Member Esparza to add a fire service labor position to the certification board for fire chief; seconded by Member Allshouse.

Concern was expressed by Member Bowman as to the expertise a fire service labor representative would have to examine each of these items unless the representative had extensive experience administering a fire department in the State of California. He felt the original motion put before the Board to proceed with the beta testing process as a draft, determining, during this process, what is necessary to evaluate the individual for this certification is appropriate. Member Esparza noted that the SBFS can address Member Bowman's concern when selecting the future fire chiefs certification board.

Further discussion was held regarding the inclusion of a fire service labor member.

Member Brown made a substitute motion to support having the Vice Chair of the Board involved with the testing of this process. Motion seconded by Member Coffman. Motion passed with Members Varn and Bowman voting "no". Chair Coleman noted that this motion now voids the initial motion. He reiterated this is only for the beta test which will be over in 90 days. For purposes of clarification, the intent of the motion was to include the current Vice Chair, Michael Esparza, not the Vice Chair.

D. Alliance for a Fire-Safe California

For the Members' information, Chair Coleman reported Members Bowman and Kenley were present at the recent alliance meeting with Director Richard Wilson in Southern California. As a result of the alliance meeting, there was a decision made to put together a group of people to share information and increase the level of partnerships working on the fire-safe problem. This group is called the "Alliance for a Fire-Safe California" and includes Director Wilson, Chief Coleman, Lynn Sprague of the U.S. Forest Service and Ed Hastie of the Bureau of Land Management. This group meets periodically to examine what projects and programs are working on a statewide basis to assist in completing the tasks. Chair Coleman will be sharing with the Members information as it surfaces from this group.

E. Bars on Windows

Chair Coleman reiterated the ongoing problem with bars on windows on a statewide basis, including multiple-death fires. The OSFM recently participated in a hearing with Senator Barbara Lee on this subject. There is a need to distribute information to local government on bars on windows so some more remedial action can be taken.

Discussion was held on how the problem can be attacked. Member Bowman explained the City of Anaheim Fire Department is discussing the production of a video with the Disney Corporation. Member Barrett mentioned the law enforcement program and the neighborhood watch program might be a useful tool. Member Duggan mentioned there were recently a series of six or eight articles by the San Jose Mercury News regarding this subject. He suggested publishing a "best practices" guide. The City of Mountain View conducted a survey of the residential neighborhoods and found more bars on windows than they anticipated. They will be working at conducting an educational program for those homes involved.

VIII. NEW BUSINESS

* A. Cal-Pers Volunteer Length of Service Award System (VLSAS)

Nancy Michaels discussed the VLSAS program. A brochure was shared with those present. This program was established by the California State Firefighters Association (CSFA) in 1979 through statute and went into effect January 1, 1980. The authority to

administer it was given to Cal-Pers because CSFA felt that Cal-Pers had a strong vestment authority and the membership of the State. It is the smallest fund for the Cal-Pers funds. Basically, the program was established as an incentive "thank you" type program for the firefighters in the State of California. This basic program is contracted by fire entities through Cal-Pers and provides a monthly benefit for life for the volunteer or paid-call firefighters who are members upon a minimum of 10 years vesting and can be drawn out at age 60, up to 20 years of service can be established in the program and the benefit dollar amount is \$75 to \$150 per month, depending on the years of service.

The program is growing and Ms. Michaels explained that SBFS Members may receive inquiries about it, because Government Code §50959.5, it states that the SBFS may audit and review the department records necessary to insure that credited individuals have actively participated in department activities as required by law.

Nancy added that members may call her for further information at (916) 326-3685.

Chair Coleman requested that Nancy make a presentation under the Fire Chiefs Orientation program to get this information to the fire entities.

Member Esparza requested annual reports from this program be sent to the SBFS. Nancy will submit the annual report to the SBFS at their February 1998 meeting.

B. State Fire Marshal Web Site

Chair Coleman explained that, in cooperation with Lisa Boyd and Karen Terrill of our Public Affairs/Public Information Office, the OSFM has been working on expanding the OSFM's portion of the CDF web site. Information regarding points of contact for our office and the course schedule for all fire training are now available on the web site. The California Master Calendar of Fire Service Events will also be added to this web site. Chair Coleman asked for suggestions on what additional information should be posted on the web site. Member Esparza has proposed adding the SBFS minutes on the web site. The web site address for CDF Home Page is www.fire.ca.gov.

C. Learn Not to Burn Program

For information, Chair Coleman discussed the document entitled, "The 1995 California Champion Award Program, The Evaluation Report". This is an evaluation of the grant OSFM had with the Chevron Chemical and NFPA on the "Learn Not to Burn" program that was piloted around the State. Members may request a copy if they so desire. (A copy of the cover page is attached to these Minutes.)

IX. PUBLICATIONS AND INFORMATION DISTRIBUTION

Art Cota gave to Chair Coleman a copy of "Pubic Safety Training Act of 1998". This is the latest information from Ron Havner with Evergreen. This is an "information only" item for the Members. Chair Coleman briefly discussed the publication, "In Their Own Words" from the Idea Bank. This is a complete analysis of information that is available on juvenile firesetting. If Members would like a copy, contact Chief Coleman.

A document was distributed to Members which is the most current draft of the "Powerline Fire Prevention Field Guide".

X. OPEN FORUM

Chair Coleman reminded Members of the Dedication/Open House of the Office of the State Fire Marshal to be held November 13, 1997.

The meeting dates for 1998 were set:

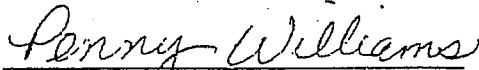
February 11, 1998 (Wednesday)
May 13, 1998 (Wednesday) (This date may be changed.)
August 12, 1998 (Wednesday)
November 12, 1998 (Thursday)

Member Esparza suggested having a one or two-day forum where we invite participation from other fire organizations to study their goals for the California fire service. The SBFS could learn what can be done to support them and vice versa. Chair Coleman suggested this be a topic at the February meeting for a more formal discussion. Member Esparza stated he will contact Board Members for more input.

Member Brown noted that Cal Rural will be held in Chico on May 14-16, 1998. (This will be added to the Master Calendar Meeting Schedule.)

Chair Coleman noted this would be Member Duggan's last meeting. He extended an invitation for Member Duggan to join us for a subsequent meeting to allow us to officially recognize his eight years of contribution to the Board.

As noted above, the next meeting of the Board is scheduled for February 11, 1998. It is scheduled to begin at 9:30 a.m. at the CDF Office of the State Fire Marshal Headquarters, Sacramento, California. Meeting adjourned at 12:25 p.m.



M. Penny Williams
Secretary, State Board of Fire Services



RONNY J. COLEMAN
Chairman, State Board of Fire Services

Attachment